

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		If Revision, select appropriate letter(s) Other (specify):
3. Date Received 04/22/2010		4. Applicant Identifier:		
5a. Fed Entity Identifier:		5b. Federal Award Identifier: DE-R021677		
State Use Only:				
6. Date Received by State:		7. State Application Identifier:		
8. APPLICANT INFORMATION:				
a. Legal Name: Governor's Office of Energy Policy				
b. Employer/Taxpayer Identification Number (EIN/TIN): 866004791		c. Organizational DUNS: 039149351		
d. Address:				
Street 1: 1700 W Washington, Suite 250 Street 2: City: Phoenix County: MARICOPA County State: AZ Province: Country: U.S.A. Zip / Postal Code: 85007				
e. Organizational Unit:				
Department Name: Arizona Governor's Office		Division Name: Office of Energy Policy		
f. Name and contact information of person to be contacted on matters involving this application:				
Prefix: Ms First Name: Linda Middle Name: Last Name: Brumm Suffix:				
Title: Fiscal Manager				
Organizational Affiliation: Governor's Office of Energy Policy				
Telephone Number: 6027711146		Fax Number: 6027711203		
Email: lbrumm@az.gov				

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance for Low-Income Persons

12. Funding Opportunity Number:

DE-FOA-0000641

Title:

Program Year 2012 Weatherization Formula Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Statewide

15. Descriptive Title of Applicant's Project:

The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy 's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.

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16. Congressional District Of:

a. Applicant: Arizona Congressional District 04

b. Program/Project: AZ-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 07/01/2012

b. End Date: 06/30/2013

18. Estimated Funding (\$):

a. Federal	0.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	0.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on:
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code Title 218, Section 1001)

☒ I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms First Name: Leisa
Middle Name: B
Last Name: Brug
Suffix:

Title: Energy Office Director

Telephone Number: 6027711244

Fax Number: 6027711203

Email: lbrug@az.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 04/15/2012

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

U.S. Department of Energy

(08/05)

WEATHERIZATION ANNUAL FILE WORKSHEET

Expiration Date: 6-30-08

Identification: R021677

State: AZ

Program year: 2012

Budget period: 07/01/2012 - 06/30/2013

II.3 Subgrantees

Grantee (city)	Tentative	
	Funding	Units
CAHRA (Eloy)	\$49,388.86	5
City of Phoenix, Municipal Building (Phoenix)	\$161,697.20	17
Gila County Community Action (Globe)	\$14,999.52	1
Maricopa County Government (Phoenix)	\$948,108.47	105
MesaCAN (Mesa)	\$37,908.21	4
NACOG (Flagstaff)	\$67,390.08	5
Pima County (Tucson)	\$116,848.59	12
SEACAP (Safford)	\$154,324.71	15
Tucson Urban League (Tucson)	\$48,579.74	5
WACOG (Yuma)	\$539,354.22	60
TOTALS	\$2,138,599.60	229

II.4 WAP Production Schedule

Total Units (excluding reweatherized)	229
Rewatherized Units	0

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Average Unit Costs, including Reweathering, Subject to DOE Program Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	229
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	229
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$1,494,784.62
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	229
H Average Program Operations Costs per Unit (F divided by G)	\$6,527.44
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$6,527.44

II.5 Energy Savings

Method used to calculate energy savings:

WAP algorithm

☒

Other (describe below)

☐

Estimated energy savings (Mbtus): 6,984 (229 x 30.5 MBTU)

Estimated energy savings: 6,984.00 (MBtu)

Estimated prior year savings:

Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

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ARIZONA WAP formal training is carried out at the FSL SouthWest Building Science Training Center (SWBCTC), which is operated by FSL Home Improvements, a non-profit organization.

The SWBCTC is one of the 15 Department of Energy "Legacy" weatherization training facilities in the country. It has been instrumental in developing weatherization specific trainings in the southwest and has played a large role in training the weatherization workforce to ensure that the State of Arizona meets its production and contractual obligations during the ARRA ramp up period. Since 2004, the FSL SWBCTC has provided 30,000 hours of training to 1,730 training candidates. FSL SWBCTC staff has participated in national committees to assist in the development of the National Weatherization Training Guidelines.

The facility provides classroom and onsite laboratory based trainings with a specific emphasis on Weatherization activities and building knowledge, skills and abilities to perform work in the weatherization program. The SWBCTC is the only training facility in the Arizona to provide a Weatherization Boot Camp course. In 2010 the FSL SWBCTC received a direct grant from the U.S. Department of Energy to expand its training facility curriculum, increase its outreach through enhanced website and improve its candidate tracking data using specialized classroom registration software. The SWBCTC staff is comprised of industry leaders with decades of technical field experience. They are often recruited to present at regional and national conference training sessions.

The ARIZONA WAP recommends that the subgrantee and its contractors attend courses that build or enhance their knowledge, skills and abilities to perform energy efficiency retrofits following the guidelines set out by the U.S. Department of Energy's for the Weatherization Assistance Program.

Current SWBCTC course offerings include:

WAP Boot camp – This training course will provide weatherization professionals with an introduction to energy principles, thermal performance, health and safety standards, LSW, auditing, pressure diagnostics, and field repair. A combination of classroom and hands on instructions will prepare candidates to perform the tasks required of weatherization technicians within the current Weatherization Program Guidelines.

Energy Basics

Pressure Diagnostics

Combustion Safety

Thermal Performance

REM design

WAP admin

Lead RRP Certification

BPI Certification for Building Analyst

OSHA 10/30 Certifications

Mobile Home Weatherization (Fall 2012)- Subgrantee Personnel will be required to attend.

Mobile Home Insulation Techniques (Fall 2012)- Subgrantee Personnel will be required to attend.

SWBCTC Courses coming in 2012/2013

Based on the new DOE National Guidelines and Work Specifications:

Priority Lists**ASHRAE 62.2**

Mobile Home Weatherization (Fall 2012)- Subgrantee Personnel will be required to attend.

Mobile Home Insulation Techniques (Fall 2012)- Subgrantee Personnel will be required to attend.

WX Installer Track:

OSHA 10

Combustion Safety 101

Lead RRP

WX Installer

Pressure Diagnostics 101

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Energy 101

Residential Energy Retrofit 101

Auditor:

BPI Building Analyst Certification

Manufactured housing Auditing

Calculating SIR's

Energy 102

Pressure Diagnostics 102

Combustion Safety 102

Energy Efficiency Work Specifications

HVAC

Crew Chief:

Communication

Inventory Management Principals

Crew Supervision

OSHA 30

For details on SWBCTC and courses visit the SWBSTC website at: www.swbstc.org

Each subgrantee will be required to maintain a list of employees and contractor's participation in all training and this information is expected to be updated on an annual basis. OEP will review this list as a part of their monitoring plan.

Arizona WAP recommends subgrantees participate in weatherization related trainings that build or enhance their knowledge, skills and abilities to provide weatherization services in accordance with the 10CFR, Part 440 and the new National Weatherization Guidelines being implemented by the U.S Department of Energy.

Arizona WAP will periodically review training performance of subgrantees by way of subgrantee self assessment surveys, on-site monitoring and communication with SWBSTC on specific training deficiencies and needs.

Required Training

Required – Crew Leader

Renovation, Repair and Painting Rule (RRP)

OSHA 30 hour training

Building Performance Institute (BPI) Building Analyst Certification

Required – Assessors and Inspectors

Renovation, Repair and Painting Rule (RRP)

OSHA 10 hour training

Building Performance Institute (BPI) Building Analyst Certification

Required- New Field Employees and/or Contractors

WAP Bootcamp

Combustion Safety

Renovation, Repair and Painting Rule (RRP)

OSHA 10 or 30 hour training (Depending on position held)

Arizona WAP provides subgrantees with T/TA funding to support attendance and participation at weatherization

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)**Identification: R021677****State: AZ****Program year: 2012****Budget period: 07/01/2012 - 06/30/2013**

training events such as the DOE National Weatherization Conference and Energy Out West Weatherization Conference. It is expected that essential program personnel attend these conferences to stay current with new regulations, processes and technologies. Arizona WAP is aware that some subgrantees might have travel restrictions due to budget constraints. It should be noted that funds to pay for subgrantee travel are provided as part of the Weatherization grant award and proper usage of these funds will be closely monitored by Arizona WAP.

Attendance at state-sponsored training may be required based on the importance of the topic and information to help correct program deficiencies or to ensure competence in specific areas. In such cases, Subgrantee and delegate attendance will be required as a matter of program compliance. Monitoring

The Grantee has a responsibility to perform monitoring and oversight of the work performed by the subgrantee. DOE recommends that grantees make at least quarterly visits for monitoring and oversight of subgrantees work and that more frequent quality assurance reviews be performed, especially if quality issues are discovered during the initial visits. If a Grantee inspects a 5 percent sampling of work completed and significant deficiencies are discovered (health and safety violations, poor quality installation of materials, major services missed, etc.), the Grantee should elevate both the number of homes reviewed and the frequency of visitation until the deficiencies are no longer found. Then the Grantee can resume their 5 percent sampling of subgrantee work in subsequent visits.

In addition, 100% of all jobs will be reviewed by desktop review via the Arizona WAP web-based database.

A. Role

The subgrantees will be routinely monitored to determine compliance with program standards and to increase program quality and efficiency. On-site monitoring of subgrantees will be done to identify methods, deficiencies, and successes in program operations and to assess technical assistance needs to develop appropriate training courses. Inspection of completed dwelling units is done to monitor prioritization of weatherization measures, accuracy of energy audit, job costs, quality of workmanship and material standards so that the work completed is reflected in the job files. Inspection of warehouse and review of materials inventory are completed to insure adequate space and security at reasonable costs for the material inventory. Also, material inventory and condition of materials are verified. The Arizona WAP reviews subgrantees monthly to determine if subgrantee is meeting its goals and expenditures in compliance with expenditure schedules. Program and fiscal monitoring will be used to determine the program and operational effectiveness of subgrantees. Customer files, and subgrantee financial systems, records and reports will also be routinely monitored to test subgrantee's ability to prudently deliver, support, and manage installations of allowable cost effective and energy efficient weatherization measures.

B. Visit

Within 30 days after each visit, the State will prepare a written report on its findings and send it to the subgrantee for corrective action, if applicable.

C. Tracking

The OEP may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

- Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or OEP directives as may become generally applicable at any time;
- Late submission by the subgrantee to the OEP of DOE reports that are incorrect or incomplete;
- Ineffective or improper use of funds provided under this grant;
- Suspension or termination by DOE of the grant to the state under which this grant is made, or the portion thereof delegated by this grant. The state may also assign and transfer this grant as required by DOE directives.

If the subgrantee is unable or unwilling to comply with the terms of this grant or with additional conditions as may be lawfully applied by DOE to the grant, or the state, the subgrantee may terminate the grant by giving fifteen (15) days

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written notice to the state signifying the effective date thereof. Furthermore, the residual assets and property purchased by the subgrantee under this grant shall be transferred at the discretion of the state to an organization which is exempt from Federal income tax as an organization described in Section 501 (c)(3) of the Internal Revenue Code (1954) or to the appropriate federal, state or local government for exclusively public purposes. In such event, the state shall require the subgrantee to ensure that adequate arrangements have been made for the transfer of all property and finished or unfinished documents, data, studies, and reports purchased by the Grantee under this grant. The subgrantee shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of the grant. Notwithstanding the above, the subgrantee shall not be relieved of liability to the state for damages sustained by the state by virtue of any reimbursement to the subgrantee for the purpose of set-off until such time as the exact amount of damages due the state is determined.

If the subgrantee is willing to relinquish all or a portion of the counties that they serve, the subgrantee must give at least ninety (90) days written notice prior to the end of the program year to the state signifying the effective date thereof. In such event, the state will notify the other subgrantees (CAAs, and other public and nonprofit entities) for the opportunity to manage the Weatherization Assistance Program in the said counties.

Interested subgrantees must submit to the state within thirty (30) days after notice by OEP, a plan of action and budget to manage the counties up for award. Potential subgrantees must show experience and performance in weatherization or housing renovation activities, experience in assisting low-income persons in the area to be served, and capacity to undertake a timely and effective weatherization program. Upon selection, the state will hold a public hearing to identify the subgrantee(s) and amend the State Plan. Failure to relinquish prior to the ninety (90) day deadline will result in the Agency having to maintain the grant for the remainder of current program year and will automatically make them a subgrantee of the next program year. Relinquishment can only occur between July 1st -

February 28th.

D. Analysis

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both federal and state policy for grants administration. Subgrantees also submit monthly Financial Status Reports. In addition, subgrantees are governed by OMB A-122 for non-profit organizations, which sets forth principles for determining allowable costs of programs under grants, contracts, and cooperative agreements with the federal government.

The OEP has established fiscal controls and fund accounting procedures to assure the proper disbursal of all federal funds received by the state. Additionally, the state has established procedures for monitoring the utilization of such funds by project operators.

The controls and procedures to be implemented are as follows:

The State will follow the established fiscal policies and procedures mandated by state law. To accomplish this, the State will coordinate these policies with various other branches of state government as needed. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.

The financial standards set forth by the state establish an adequate accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies.

II.7 DOE-Funded Leveraging Activities

NA

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II.8 Policy Advisory Council Members (names, groups, agencies)

Arizona Public Interest Research Group (AZ-PIRG) /	Diane E. Brown
Gila County Community Action / Office of Community Services	Malissa Buzan, Housing Services Program Manager
Salt River Project /	Betty Pruitt
Arizona Community Action Association (ACAA) /	Cynthia Zwick
Tucson Electric Power Company /	Vickie Boes
Southwest Gas Corporation /	Holly Lloyd
Arizona Public Service Company /	Jerry Mendoza
NACOG / Northern Arizona Council of Governments	Mr. Bob Baca, WAP Program Manager
City Of Phoenix Neighborhood Services /	DaNelle Haynes
Foundation for Senior Living /	Carrie Smith
Arizona Housing Alliance /	Val Iverson

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date	Newspapers that publicized the hearings and the dates that the notice ran.
04/24/2012	The Notice of Public Hearing was released by the Governor's Office of Energy Policy by a News Release on Friday, April 20, 2012, via the Governor's Office of Energy Policy website and emails to sub-grantees. The Public Hearing was held April 24, 2012 in the Governor's Office of Energy Policy, 2nd Floor Conference Room. The Funding Plan, Minutes and Sign in Sheet are in the web link below. http://www.azenergy.gov/WAP.aspx
04/24/2012	Tuesday, April 26th, 2012 Department of Energy Golden Field Office 1617 Cole Boulevard Mail Stop 1501 Golden, Colorado 80401-3393 This letter is in response to a concern that was brought up at the public hearing regarding the Arizona Weatherization State Plan for Program Year 2012-2013. The issue brought up was that the State Plan was not posted for review. A copy of the Arizona WAP State Plan was available at www.azenergy.gov under the Weatherization tab (See attachment) and was included in the Public Hearing notice that was sent out to all stakeholders. The Public Hearing notice was also posted to the Arizona Department of Administration (ADOA) website. In accordance with Arizona Statute A.R.S. § 38-431.02 (c) Open Public Meeting Law, notice was sent to all stakeholders 72 hours prior to the meeting. The Office of Energy Policy made no substantial changes to the State Plan. Sincerely Terry Rother Arizona Governor's Office of Energy Policy Manager, Building Science and Efficiency

II.10 Adjustments to On-File Information

Changes to the annual plan are as follows:

Budget is based on estimated carryover as Arizona was not funded for WAP FY2013. There is no re-allocation of existing funds. Subgrantees who have low carryover amounts will be receiving additional LIHEAP funding that will be equivalent or greater to what their base DOE funding would have been.

Betty Pruitt replaced Jerry Thicken from SRP on the PAC.

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)**Identification: R021677****State: AZ****Program year: 2012****Budget period: 07/01/2012 - 06/30/2013**

II.11 Miscellaneous**Re-Weatherization**

No building is to receive weatherization services if it has been weatherized after September 30, 1994, unless the subgrantee receive a written waiver from the Arizona Weatherization Program prior to any work being conducted.

Communication

The OEP strives to maintain good communications between the OEP and the Weatherization agencies. The OEP is committed to consistent and timely communication with the Weatherization agencies and working with the agencies in order to continue serving our low-income population through the Weatherization Assistance Program in a meaningful way.

Outreach

Primary outreach activities to promote the Weatherization Program to qualified clients are the responsibility, at a local level, of the subgrantees. The Energy Office will support these efforts and will utilize the Arizona Community Action Association to assist in reporting and articulating the weatherization program scope, benefits and successes statewide. The Arizona Community Action Association (ACAA) plays a significant role in ensuring that the low-income population of Arizona is served in meaningful ways. Currently they administer several of the utility funds that are used to supplement the low-income Weatherization Assistance Program (WAP) including allocations from Arizona Public Service (APS) and Salt River Project (SRP). The Home Energy Assistance Fund (HEAF) is a program of ACAA and was created to alleviate the high energy burdens of low-income and financially struggling households in Arizona. By developing and coordinating resources through education, advocacy, financial assistance and partnerships, ACAA helps Arizona families meet their basic energy needs and move toward energy stability. ACAA provides opportunities to leverage resources throughout the state that assist low-income families in alleviating high energy burdens. The Arizona Governor's Energy Office will continue to strengthen this relationship and utilize ACAA in developing strategies that will help to maximize the impact of weatherization statewide.

Incorporating Renewable Energy into Weatherization Projects

To encourage the use of renewable resources in our projects, we plan to build on the Sustainable Energy Resources for Consumers (SERC) grant projects that were awarded to three Arizona Weatherization Assistance Programs in 2012-13. Arizona received more than \$3.1 to install highly efficient tankless gas or heat pump water heaters. These innovative and energy efficient programs will help to expand new markets and make this energy technology available to serve the gap population of moderate income families as well as low income energy users. We will also investigate other partnership opportunities for renewable energy applications for low-income housing.

Peer to Peer Fiscal and Technical Procedures

The Arizona WAP has formed peer-to-peer working groups that allow the fiscal and technical staff from the agencies and the OEP to meet and discuss issues that arise in the program. The meetings are designed to provide a forum for sharing and receiving weatherization information and program updates, raise concerns, ask questions and develop solutions to program challenges. The goal of the meeting is to share any and all program information that will directly or indirectly impact the performance and outcomes of the Weatherization Assistance Program.

The Peer to Peer Network has bi-monthly meetings.

Utility Companies

The OEP will continue to utilize the program to leverage public and private resources to build a stronger and more energy efficient Weatherization program. Additional resources from LIHEAP and utility partners across Arizona –

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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Arizona Public Service, Salt River Project, Southwest Gas, UNS Energy Services/TEP – will be used to assist low-income Arizonans in weatherizing their homes and reducing their energy costs, and increasing the health, safety and energy efficiency factors in their home. By leveraging these resources the number of persons reached increases, the quality of our partnerships is enhanced, and we are able to leverage more projects across the state. Historically, the Energy Office has leveraged approximately \$2.6 million of utility funding for weatherization annually through these partnerships.

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STATE PLAN/MASTER FILE WORKSHEET

Identification Number: R021677, State: AZ, Program Year: 2012

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

III.1 Eligible Population

III.1.1 General Description

Definition of income used to determine eligibility:

III.1 Eligible Population

Arizona defines "low-income" for eligible purposes as follows:

Income is at or below 200% of the federal poverty level determined in accordance with criteria established by the Office of the Secretary, U.S. Department of Health and Human Services.

Household member's who have received cash assistance payments under TANF or SSI, are automatically eligible for Weatherization assistance.

Outreach

The primary outreach activities to reach eligible clients will be carried out at the local level by the sub-grantees. The Arizona Governor's Office of Energy Policy (OEP) will support these efforts through the development and implementation of a statewide outreach plan and material. The OEP will utilize the Arizona Community Action Association to assist in developing, implementing and coordinating outreach on a statewide basis, via conferences, media outreach and publications.

Procedures to determine that units weatherized have eligibility documentation:

- An authorized representative of a subgrantee shall inspect at least one document from the following list of acceptable documents before certifying the program applicant household as being income eligible for Weatherization services available under this contract.
- Acceptable documents for purpose of this provision are the following: TANF, SSI, or General Welfare award letter or document, Social Security Statement of earnings, Income tax return for prior year.
- For income from the Social Security Administration Benefits-SSA benefits (sometimes referred to as RSDI - retirement, survivors, and disability insurance) are granted to eligible wages earners and/or their dependants or survivors. DO NOT INCLUDE THE MEDICARE DEDUCTION IN THE TOTAL AMOUNT.
- Income is determined twelve (12) months prior to the date of application for program benefits under this contract. Re-certification of income eligibility is required if 180 days or more have elapsed from the initial application date, and Weatherization work has not started on the applicant's dwelling.

Note: Subgrantees are reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list or for other reasons must have their eligibility documentation updated at least annually and within 180 days of work starting.

Subgrantees are reminded that homes/ buildings weatherized after September 30, 1994 are not eligible for reweatherization unless prior written approval is obtained from Arizona's Weatherization Program and Department of Energy or if the home/ building would become eligible under the Energy Crisis Plan. Written permission would still need to be obtained from Arizona's Weatherization Program.

Subgrantees are reminded that homes/ buildings weatherized after September 30, 1994 are not eligible for reweatherization unless prior written approval is obtained from Arizona's Weatherization Program and Department of Energy or if the home/ building would become eligible under the Energy Crisis Plan. Written permission would still need to be obtained from Arizona's Weatherization Program.

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: R021677, State: AZ, Program Year: 2012

Definition of children: Below age 18

0

Recommend tribal organization(s) be treated as local applicant? Yes

If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:

OEP will continue to support the Inter Tribal Council of Arizona (ITCA) as needed and as identified by their leaders. The OEP works toward improving the communication and interaction between the local agencies, tribes, and other service providers. Currently the Navajo Nation and ITCA receive direct funding for weatherization from the Department of Energy.

Arizona recommends that the Golden Field Office (GFO) fund the Navajo Nation and ITCA Directly. Low-income members of an Indian Tribe will receive benefits equivalent to the assistance provided to other low-income persons within the State of Arizona. There will be no discrimination in benefits because an applicant is a member of an Indian Tribe.

III.1.2 Selection of Areas to Be Served

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: R021677, State: AZ, Program Year: 2012

Arizona utilizes 10 local Weatherization agencies to fully implement the State Plan and provide services to the eligible population. Project service areas are historical in nature, originating many years ago at the time of community action agency establishment in Arizona. Service area boundaries are typically drawn along county lines or tribal land boundary lines.

Individual subgrantees are selected on the basis of their:

- Experience and performance in Weatherization or housing renovation activities
- Experience in assisting low-income persons in the area to be served; and
- Capacity to undertake a timely and effective Weatherization Program.

Preference is given to any Community Action Agency or other public or non-profit entity, which has, or is currently administering an effective program under 10 CFR 440.15 or under Title II of the Economic Opportunity Act of 1964, with program effectiveness evaluated by consideration of factors including, but not necessarily limited to the following:

- The extent to which the past or current program achieved or is achieving Weatherization goals in a timely fashion;
- The quality of the work performed by the subgrantee
- The number, qualifications and experience of staff members of the subgrantee

All subgrantees are agencies which meet the requirements of 10 CFR 440.15 and which have been selected based upon on-site inspections made by State staff, as well as on transcripts of the public hearing which affirm that there are no public objections to any of the subgrantees selected.

Community Action Human Resources Agency (CAHRA)

Mary Lou Rosales, Executive Director

311 N. Main Street, Eloy AZ 85131

Phone: 520.466.1112., Fax: 520.466.0013

E-mail: mlrosales@cahrapinal.org

(Pinal County) CD 1,6,7,8

City of Phoenix, Neighborhood Services Department

DaNelle Haynes, Weatherization Project Manager

200 W Washington, 4th Floor, Phoenix, AZ 85003

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A New Leaf Mesa Community Action Network

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U.S. Department of Energy

STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: R021677, State: AZ, Program Year: 2012

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III.1.3 Priorities

Priorities shall be given to the following eligible populations:

- Elderly
- Handicapped
- Families with children
- High energy Burden- Where 20% or more of the household income is going towards the energy bill.

Definition of children: Below age

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III.2 Climatic Conditions

Low desert hot and dry (4500 CDD) to mountain cold (7000 HDD).

See climate zone maps.

<http://energycode.pnl.gov/EnergyCodeReqs/?state=Arizona>

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

Measures completed

Getting an energy-efficient house is really a question of doing a few things very well and understanding the house is a system. The following are the areas we concentrate on:

- Getting the home tight (air sealing)
- Insulating the home right (focus on insulation performance, not just r-value)
- Dealing with sunlight (shade screens and reflective coatings)
- Correctly installing efficient equipment (duct sealing, pressure balanced, air flow, sizing and charge)
- Base loads (refrigerators, CFL)

III.3.2 Energy Audit Procedures

Unit Types	Audit Procedures and Dates Most Recently Approved by DOE
Single-Family	Arizona WAP will follow the priority list approved by DOE in September 2011 and in the event that a measure is not on the Priority List, REM Design will be utilized to determine cost effectiveness.
Multi-Family	Arizona WAP currently does not have a multifamily audit. REM Design will be utilized for buildings that are 25 units or smaller and any building greater than 25 units subgrantees will provide necessary information to the State & DOE for approval.
Mobile Home	Arizona WAP will follow the priority list approved by DOE in September 2011 and in the event that a measure is not on the Priority List, REM Design will be utilized to determine cost effectiveness.

III.3.3 Final Inspection

A final inspection shall be performed on all jobs.

The final inspection shall verify that the house characteristics reported are correct.

The inspection shall include a review of all measures listed on the Work Performed report to verify installation has been completed in a safe and effective manner following program requirements.

The inspection shall also include an analysis of the energy audit to ensure that it was completed in an efficient manner and that all areas of the audit have been addressed and that the scope of work reflects a comprehensive energy audit.

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III.3.4 Assessment of Effectiveness

As of December 31, 2011, an analysis of 275 homes has been completed on homes utilizing APS, TEP, Unisource Gas and Electric and Southwest Gas utility data. This analysis is ongoing, new data will be updated to these values throughout the year. Provided are Savings to Investment Ratios (SIR) for total investment from all funding spent (diagnostics, energy measures and health and safety measures) and for energy related measure only (diagnostics and energy measures).

Assumptions

Present value is based on 17.5 years measure life, discount rate of 3% and an utility cost escalation rate of 1%.

Results Summary

The combined SIR of all jobs reviewed to date for funds spent on diagnostics, energy measures and health and safety measures was 1.21. Health and saving represented 16% of expenditures.

The combined SIR of all jobs reviewed to date for funds spent on energy measures and diagnostics was 1.38

The average saving per home reviewed was 2746 kWh and 35 therms of natural gas (gas therms average includes all electric homes).

III.4 Health and Safety

See attachment.

III.5 Rental Procedures

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The State of Arizona has established policy to ensure that subgrantees when weatherizing rental units, financial eligibility is determined and written permission of the owner or his agent is obtained. In multiple unit buildings the state ensures that 66 percent of the building, (50 percent in the case of duplexes of quadraplexes), are eligible units. The State's policy also ensures that the benefits of weatherization accrue primarily to the tenant, including units where the tenants pay for their energy through their rent. The state recognizes that it may weatherize shelters under conditions set forth in 440.22.

State policy for rental units states that for a reasonable period of time, not less than twelve months, the tenant will not be subjected to rent increases unless those increases can be demonstrated to be related matter and conditions other than the weatherization measures performed. State policy also provides an avenue for complaint in such matters. Tenants and landlords are informed in writing that no undue or excessive enhancement shall be provided to the rental unit or building by weatherization assistance, this is to include the installation of heating and air conditioning units, as this is required by landlord pursuant to A.R.S 33-1324: <http://www.Arizonaleg.state.Arizona.us/ars/33/01324.htm>

If a multi-unit building is under an assisted or public housing program and is identified by the U.S. Department of Housing and Urban Development (HUD), and included on a list published by DOE, that building will meet certain income eligibility requirements, and will also satisfy one or both of the procedural requirements to protect against rent increases and undue or excessive enhancement of the weatherized building, as indicated by the list, under the Weatherization Assistance Program without the need for further evaluation or verification as stated in WPN 10-15-
<http://www.waptac.org/Program-Guidance/2010002D2006-Program-Guidance-Documents.aspx>

Leased Dwelling Units

- No leased/rented dwelling unit shall be weatherized without first obtaining the written permission for the owner of the dwelling unit or the agent;
- The benefits of weatherization assistance shall accrue primarily to the low-income tenants;
- Rents shall not be raised because of the weatherization assistance provided by this grant; and
- No undue or excessive enhancement will occur to the value of the dwelling units. This is to include the installation of heating and air conditioning units, as this is required by the landlord pursuant to A.R.S 33-1324: <http://www.Arizonaleg.state.Arizona.us/ars/33/01324.htm>
- Signed statements will be obtained from the owners or their agents certifying that rents will not be raised because of work done as a result of this assistance.
- All documentation shall remain the property of OEP and in the event of program closure, either by AGE0 or the subgrantee, such files shall revert to OEP. Copies of this document need to be placed in each client file of complex.

III.6 Program Management

III.6.1 Overview

The Arizona Weatherization Program is currently in managed by Arizona Governor's Office of Energy Policy (OEP).

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III.6.2 Administrative Expenditure Limits

The OEP will retain the allowable 5% administrative funds. Arizona will also request to allow its 10 sub-grantees to use 10% of their PY 2011 funds for administration for funding under \$349,999 and 5% for funding over \$350,000.

III.6.3 Monitoring Approach

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The Grantee has a responsibility to perform monitoring and oversight of the work performed by the subgrantee. DOE recommends that grantees make at least quarterly visits for monitoring and oversight of subgrantees work and that more frequent quality assurance reviews be performed, especially if quality issues are discovered during the initial visits. If a Grantee inspects a 5 percent sampling of work completed and significant deficiencies are discovered (health and safety violations, poor quality installation of materials, major services missed, etc.), the Grantee should elevate both the number of homes reviewed and the frequency of visitation until the deficiencies are no longer found. Then the Grantee can resume their 5 percent sampling of subgrantee work in subsequent visits.

In addition, 100% of all jobs will be reviewed by desktop review via the Arizona WAP web-based database.

A. Role

The subgrantees will be routinely monitored to determine compliance with program standards and to increase program quality and efficiency. On-site monitoring of subgrantees will be done to identify methods, deficiencies, and successes in program operations and to assess technical assistance needs to develop appropriate training courses. Inspection of completed dwelling units is done to monitor prioritization of weatherization measures, accuracy of energy audit, job costs, quality of workmanship and material standards so that the work completed is reflected in the job files. Inspection of warehouse and review of materials inventory are completed to insure adequate space and security at reasonable costs for the material inventory. Also, material inventory and condition of materials are verified. The Arizona WAP reviews subgrantees monthly to determine if subgrantee is meeting its goals and expenditures in compliance with expenditure schedules. Program and fiscal monitoring will be used to determine the program and operational effectiveness of subgrantees. Customer files, and subgrantee financial systems, records and reports will also be routinely monitored to test subgrantee's ability to prudently deliver, support, and manage installations of allowable cost effective and energy efficient weatherization measures.

B. Visit

Within 30 days after each visit, the State will prepare a written report on its findings and send it to the subgrantee for corrective action, if applicable.

C. Tracking

The OEP may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or OEP directives as may become generally applicable at any time;

Late submission by the subgrantee to the OEP of DOE reports that are incorrect or incomplete;

Ineffective or improper use of funds provided under this grant;

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Suspension or termination by DOE of the grant to the state under which this grant is made, or the portion thereof delegated by this grant. The state may also assign and transfer this grant as required by DOE directives.

If the subgrantee is unable or unwilling to comply with the terms of this grant or with additional conditions as may be lawfully applied by DOE to the grant, or the state, the subgrantee may terminate the grant by giving fifteen (15) days written notice to the state signifying the effective date thereof. Furthermore, the residual assets and property purchased by the subgrantee under this grant shall be transferred at the discretion of the state to an organization which is exempt from Federal income tax as an organization described in Section 501 (c)(3) of the Internal Revenue Code (1954) or to the appropriate federal, state or local government for exclusively public purposes. In such event, the state shall require the subgrantee to ensure that adequate arrangements have been made for the transfer of all property and finished or unfinished documents, data, studies, and reports purchased by the Grantee under this grant. The subgrantee shall be entitled to compensation for any unreimbursed expenses reasonably and necessarily incurred in satisfactory performance of the grant. Notwithstanding the above, the subgrantee shall not be relieved of liability to the state for damages sustained by the state by virtue of any reimbursement to the subgrantee for the purpose of set-off until such time as the exact amount of damages due the state is determined.

If the subgrantee is willing to relinquish all or a portion of the counties that they serve, the

subgrantee must give at least ninety (90) days written notice prior to the end of the program year to the state signifying the effective date thereof. In such event, the state will notify the other subgrantees (CAAs, and other public and nonprofit entities) for the opportunity to manage the Weatherization Assistance Program in the said counties. Interested subgrantees must submit to the state within thirty (30) days after notice by OEP, a plan of action and budget to manage the counties up for award. Potential subgrantees must show experience and performance in weatherization or housing renovation activities, experience in assisting low-income persons in the area to be served, and capacity to undertake a timely and effective weatherization program. Upon selection, the state will hold a public hearing to identify the subgrantee(s) and amend the State Plan. Failure to relinquish prior to the ninety (90) day deadline will result in the Agency having to maintain the grant for the remainder of current program year and will automatically make them a subgrantee of the next program year. Relinquishment can only occur between July 1st - February 28th.

D. Analysis

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both federal and state policy for grants administration. Subgrantees also submit monthly Financial Status Reports. In addition, subgrantees are governed by OMB A-122 for non-profit organizations, which sets forth principles for determining allowable costs of programs under grants, contracts, and cooperative agreements with the federal government.

The OEP has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the state. Additionally, the state has established procedures for monitoring the

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utilization of such funds by project operators.

The controls and procedures to be implemented are as follows:

The State will follow the established fiscal policies and procedures mandated by state law. To accomplish this, the State will coordinate these policies with various other branches of state government as needed. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.

The financial standards set forth by the state establish an adequate accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies .

III.6.4 Training and Technical Assistance Approach

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ARIZONA WAP formal training is carried out at the FSL SouthWest Building Science Training Center (SWBCTC), which is operated by FSL Home Improvements, a non-profit organization.

The SWBCTC is one of the 15 Department of Energy "Legacy" weatherization training facilities in the country. It has been instrumental in developing weatherization specific trainings in the southwest and has played a large role in training the weatherization workforce to ensure that the State of Arizona meets its production and contractual obligations during the ARRA ramp up period. Since 2004, the FSL SWBCTC has provided 30,000 hours of training to 1,730 training candidates. FSL SWBCTC staff has participated in national committees to assist in the development of the National Weatherization Training Guidelines.

The facility provides classroom and onsite laboratory based trainings with a specific emphasis on Weatherization activities and building knowledge, skills and abilities to perform work in the weatherization program. The SWBCTC is the only training facility in the Arizona to provide a Weatherization Boot Camp course. In 2010 the FSL SWBCTC received a direct grant from the U.S. Department of Energy to expand its training facility curriculum, increase its outreach through enhanced website and improve its candidate tracking data using specialized classroom registration software. The SWBCTC staff is comprised of industry leaders with decades of technical field experience. They are often recruited to present at regional and national conference training sessions.

The ARIZONA WAP recommends that the subgrantee and its contractors attend courses that build or enhance their knowledge, skills and abilities to perform energy efficiency retrofits following the guidelines set out by the U.S. Department of Energy's for the Weatherization Assistance Program.

Current SWBCTC course offerings include:

WAP Boot camp – This training course will provide weatherization professionals with an introduction to energy principles, thermal performance, health and safety standards, LSW, auditing, pressure diagnostics, and field repair. A combination of classroom and hands on instructions will prepare candidates to perform the tasks required of weatherization technicians within the current Weatherization Program Guidelines.

Energy Basics

Pressure Diagnostics

Combustion Safety

Thermal Performance

REM design

WAP admin

Lead RRP Certification

BPI Certification for Building Analyst

OSHA 10/30 Certifications

SWBCTC Courses coming in 2012/2013

Based on the new DOE National Guidelines and Work Specifications:

Priority Lists

ASHRAE 62.2

WX Installer Track:

OSHA 10

Combustion Safety 101

Lead RRP

WX Installer

Pressure Diagnostics 101

Energy 101

Residential Energy Retrofit 101

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Auditor:

BPI Building Analyst Certification
Manufactured housing Auditing
Calculating SIR's
Energy 102
Pressure Diagnostics 102
Combustion Safety 102
Energy Efficiency Work Specifications
HVAC

Crew Chief:

Communication
Inventory Management Principals
Crew Supervision
OSHA 30

For details on SWBCTC and courses visit the SWBSTC website at: www.swbstc.org

Each subgrantee will be required to maintain a list of employees and contractor's participation in all training and this information is expected to be updated on an annual basis. OEP will review this list as a part of their monitoring plan.

Arizona WAP recommends subgrantees participate in weatherization related trainings that build or enhance their knowledge, skills and abilities to provide weatherization services in accordance with the 10CFR, Part 440 and the new National Weatherization Guidelines being implemented by the U.S Department of Energy.

Arizona WAP will periodically review training performance of subgrantees by way of subgrantee self assessment surveys, on-site monitoring and communication with SWBSTC on specific training deficiencies and needs.

Required Training

Required – Crew Leader

Renovation, Repair and Painting Rule (RRP)
OSHA 30 hour training
Building Performance Institute (BPI) Building Analyst Certification

Required – Assessors and Inspectors

Renovation, Repair and Painting Rule (RRP)
OSHA 10 hour training
Building Performance Institute (BPI) Building Analyst Certification

Required- New Field Employees and/or Contractors

WAP Bootcamp
Combustion Safety
Renovation, Repair and Painting Rule (RRP)
OSHA 10 or 30 hour training (Depending on position held)

Arizona WAP provides subgrantees with T/TA funding to support attendance and participation at

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weatherization training events such as the DOE National Weatherization Conference and Energy Out West Weatherization Conference. It is expected that essential program personnel attend these conferences to stay current with new regulations, processes and technologies. Arizona WAP is aware that some subgrantees might have travel restrictions due to budget constraints. It should be noted that funds to pay for subgrantee travel are provided as part of the Weatherization grant award and proper usage of these funds will be closely monitored by Arizona WAP.

Attendance at state-sponsored training may be required based on the importance of the topic and information to help correct program deficiencies or to ensure competence in specific areas. In such cases, Subgrantee and delegate attendance will be required as a matter of program compliance.

III.6.5 Energy Crisis Plan

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In the event of a declared natural or man-made disaster, Arizona will allow providers to assist their customers with weatherization funds. The President or the Governor of the State of Arizona must declare a Federal or State Emergency before providers within these affected areas will be allowed to use existing resources to address the needs of the people in the area. Activities will be limited to households eligible under the current income eligibility criteria. The regulations, 10 CFR 440.18(e)(2)(ii) allow for re-weatherization if a "dwelling unit has been damaged by fire, flood, or act of God and repair of the damage to weatherization materials is not paid for by insurance." In these cases, the damage is limited to a small area and can be addressed without prior approval or any special reporting.

Agencies will be required to coordinate their efforts with other disaster assistance programs and must assure that activities funded with Weatherization funds would not otherwise be covered by FEMA, insurance or other forms of compensation. Weatherization agencies can also provide technical assistance.

Because the response to a disaster can be time sensitive, the State will allow local weatherization agencies to initiate the activities without prior approval from the OEP. The agencies must notify the OEP as soon as possible of the disaster and the types of actions that will be taken. The OEP will notify its PMC Project Officer of the specific nature of the disaster.

The OEP will also determine if additional approval is needed and will submit an "Event-Specific Disaster Response Plan" to the PMC Project Officer if needed.

All work completed during disaster recovery repairs must conform to the Arizona Weatherization Program Standards and other referenced codes and standards including local building codes. The focus of weatherization work must be energy efficiency so coordination with other programs may be needed to address structural repairs. The existing priority lists must be followed when deciding on what measures will be installed in units. Units impacted that had received services in the past will be treated as re-weatherized units regardless of the original date of weatherization. Units that have not received services in the past will be reported as new completions. Units will be reported as completed when the weatherization is completed, even though other repairs may be needed. That said, the unit must be in a sufficient state of repair to protect the integrity of the installed weatherization measures before weatherization work is done.

Wild Land Fires

Wild land fires have become common in Arizona in recent years and have triggered Federal or State Emergencies. Activities related to wild land fires are as follows:

In certain cases, the wild land fire develops over a period of time that allows defensive activities to occur. In these cases, weatherization staff may be used to preserve the local agency's weatherization files, records, materials and equipment if they are at risk. Weatherization staff can also be used to help with or take other preventative actions to protect areas of the communities, with emphasis if possible on low-income areas. Movement of homeowner possessions to minimize losses can only be done for income eligible customers.

After the wild land fire, the initial efforts will be related to clean-up. Agencies may help with emergency clean-up and distribution of essential items such as food and clothing in eligible homes or in low-income neighborhoods. Weatherization of homes must be limited to income eligible households only.

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Weatherization should occur only after a determination has been done that the building is safe , deemed salvageable and habitable and will not be condemned. Homes failing to pass these criteria must not be treated and the deferral policy will be in effect. Activities paid for with weatherization funds must be focused on energy conservation measures and can include health and safety measures as defined by this plan, replacement of damaged insulation and air sealing materials including removal of damaged materials, and limited general repairs to allow the installation of the aforementioned measures.

Agencies will be required to report these activities to the OEP. The recovery efforts are limited to a 3 month timeframe. The agency must request approval from the OEP to exceed this time and must submit a plan of action detailing why the time must be extended, the types of activities that will occur, and the impact this effort will have on other eligible customers not in the disaster area .

Floods

Flash Flooding has become common in Arizona in recent years and has triggered Federal or State Emergencies. Activities related to flooding are as follows:

In rare cases, the flood develops over a period of time that allows defensive activities to occur. In these cases, weatherization staff may be used to preserve the local agency's weatherization files, records, materials and equipment if they are at risk. Weatherization staff can also be used to help sandbag or take other preventative actions to protect areas of the communities, with emphasis if possible on low-income areas. Movement of homeowner possessions to minimize losses can only be done for income eligible customers.

After the flood recedes, the initial efforts will be related to clean-up. Agencies may help with emergency clean-up and distribution of essential items such as food and clothing in eligible homes or in low-income neighborhoods. Weatherization of homes must be limited to income eligible households only .

Weatherization should occur only after a determination has been done that the building is safe , deemed salvageable and habitable and will not be condemned. Homes failing to pass these criteria must not be treated and the deferral policy will be in effect. Activities paid for with weatherization funds must be focused on energy conservation measures and can include health and safety measures as defined by this plan, replacement of damaged insulation and air sealing materials including removal of damaged materials, and limited general repairs to allow the installation of the aforementioned measures.

Agencies will be required to report these activities to the OEP. The recovery efforts are limited to a 3 month timeframe. The agency must request approval from the OEP to exceed this time and must submit a plan of action detailing why the time must be extended, the types of activities that will occur, and the impact this effort will have on other eligible customers not in the disaster area .

Other Disasters

Although less common in Arizona, other disasters may occur that will require agencies to assist with recovery and clean-up efforts. In these cases the agencies can take initial steps to help with crisis management and recovery efforts, but must notify the OEP as soon as possible. The agency must submit a plan of action that outlines activities, timeframes and any special considerations to go beyond the initial

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recovery efforts. Again, the focus of the weatherization program is energy efficiency measures and can include health and safety measures as defined by this plan, replacement of damaged insulation and air sealing materials including removal of damaged materials, and limited general repairs to allow the installation of the aforementioned measures.

Agencies will be required to report these activities to the OEP.

Other Issues Requiring Prior Approval

Agencies must submit a request to the OEP to receive approval of the following:

- Adjustment to contracted unit goals / average cost per unit

III.4 Health and Safety

Allowable energy related health and safety actions are those actions necessary to maintain the physical well being of both the occupants and/or weatherization workers where:

- Costs are reasonable as determined by DOE in accordance with this approved Master Plan;
- The actions must be taken to effectively perform weatherization; or
- The actions are necessary as a result of weatherization work.

Each subgrantee will have 20% of their program operations set aside for energy related health and safety repairs. Each subgrantee will be responsible for the management of their health and safety budget and will be required to bill health and safety repairs as a separate budget line item. **Subgrantees will also be required to obtain written approval from OEP for all health and safety repairs exceeding \$2000.** Subgrantees are also reminded that any health and safety expenses in excess of 20% of subgrantee program operations budget will result in disallowed cost.

The following list of H&S measures is a sampling of 5% of the completed jobs for 1Q 2011 in justifying the 20% request:

Health and Safety Category	Average cost	Frequency	Budget
Codes and Structure	\$125.00	31%	\$38.75
OSHA WAP	\$75.00	13%	\$9.75
Lead-Based Paint	\$135.00	4%	\$5.40
Mold and Moisture	\$76.00	7%	\$5.32
ASHRAE 62.2 for WAP*	\$500.00	41%	\$205.00
Combustion Appliance	\$155.00	14%	\$21.70
Safety			
HVAC Repair/replacement	\$1,754.00	58%	\$1,017.32
Occupant Wellness	\$112.00	9%	\$10.08
			\$1,313.32

* This is an estimation based of the current cost of the installation of spot ventilation.

Home Assessment & Client Evaluation

Home Assessment & Client Evaluation

The weatherizing subgrantee must determine presence of at-risk occupants before proceeding with evaluation services. The Client Health & Safety Evaluation form must be reviewed and signed by the client and evaluator before the evaluation is started. (This form has been drafted and will be implemented 7/1/12)

Crew and client H&S issues are viewed as closely linked in the areas of site conditions and work procedures. Working from this concept, which assumes that any hazard associated with a work site, whether it is a work practice, an existing condition, client behavior, and so forth, has the potential of harming both crew and client, a holistic approach towards H&S is taken throughout the entire process of weatherizing a home, with special emphasis given to the initial inspection.

The initial audit, by a qualified Auditor/ Inspector, should include sensory inspections and diagnostic testing as listed in the WAP guidelines to verify the existing conditions of the home and any Health & Safety issues that could arise or halt production on said home. Details on existing conditions that could hinder Weatherization are listed below.

All of this is contingent on having well trained inspectors/ auditors. H&S issues are revealed before any work is ever done. This goes a long way towards preventing any harm befalling either crew or client.

Occupant Preexisting or Potential Health Conditions

A feature of any inspection includes client education, whereby the occupant's health problems are addressed. Once a clear understanding has been reached between the program inspector and the occupant, work practices will be deployed so as not to aggravate any preexisting condition. In some rare instances, a deferral may be the only solution.

When a person's health may be at risk and/or the work activities could constitute a health & safety hazard, the occupant at risk will be required to take appropriate action based on severity of risk. Temporary relocation of at-risk occupants may be allowed on a case by case basis. Failure or the inability to take appropriate actions must result in deferral.

Occupants will be required to reveal known or suspected health concerns as part of initial application for weatherization. The occupants of the dwelling will be screened again during the audit. The client must be provided with information of known risks. It will also require that worker contact information (in the form of agency weatherization office staff phone numbers) be given to the client so client can inform of any issues

Health & Safety Issues

Health & Safety Issues

As potential hazards are identified by the Initial Auditor/ Inspector in the *Home Assessment & Client Evaluation* as listed above, they are analyzed in terms of their severity and how they will be dealt with up to and including deferral. Wherever possible, measures should be considered through the cost justification method of an SIR>1 as an Energy Conservation Measure (ECM) first, before using funds from the H&S allocation. Clients must always be informed of any Health or Safety risk discovered during the evaluation process in writing and written confirmation of receipt of that information by the client must be obtained and kept in the client file. A listing of Health and Safety issues are compiled, any of which that can't be corrected can result in a deferral on any given project. They are as follows:

Air Conditioning and Heating Safety

“Red tagged”, inoperable or nonexistent HVAC system replacement, repair, or installation is allowed where climate conditions warrant, unless prevented by other guidance herein. Arizona climate involves a defined heating and cooling season with a Heating Degree Day (HDD) measurement range from 1180 to over 7200. The Cooling Degree Day (CDD) measurements in Arizona range from 573 to more than 5100. Arizona has a vast difference across the state due to the four recognized climate zones and a the vast difference in elevation changes from a few hundred feet above sea level to more than 7000 feet above sea level.

Research indicates of all people who die of heat stroke, about 80 percent are age 50 or older. Deaths attributed to lung disease, diabetes and hypertension increase more than 50 percent during heat waves. Heat stroke occurs 12 to 13 times more frequently in people age 65 and older than in younger persons. It is also an accepted medical fact that infants and children up to four years of age are very sensitive to the effects of high temperatures and rely on others to regulate their environment.

Air conditioning is the number one protective factor against heat-related illness and death effecting people with health issues. Therefore air conditioning system replacement, repair or installation is allowed to be categorized as health and safety in homes with occupants under four years old, over 65 years old and where there are at-risk occupants. Air conditioning system replacement, repair or installation must be attempted through cost justification as an ECM first before using H&S funding. Where this measure can be justified by the approved REM or EA-Quip audit, replacement, repair or installation is not to be included in health and safety.

Reminder- Air conditioning units cannot be installed on rental properties, as it is the requirement of the Landlord pursuant to the Arizona Landlord Tenant Act.

All replacement of HVAC equipment shall first be modeled in REM Design to attempt a SIR of 1 or greater prior to being installed as an H&S measure.

Houses with occupants between the ages of 4-64 requesting the need for air conditioning based on their health being at risk must provide a letter from a doctor defining the condition requiring an air conditioned environment and the maximum allowable air temperature relevant to that person's individual condition.

Repair of all combustible fuel line leaks from the meter or tank to the heating system or appliance are allowable H&S measures. Materials must meet federal, state, and local code. Repair (only) of gas cooking appliances in order to eliminate gas leaks and reduce unsafe levels of carbon monoxide in living area. Repair materials must meet federal, state and local code. Installation of protective materials on combustible surfaces adjacent to energy systems to meet NFPA clearance codes is allowable. Materials and installation must meet NFPA specifications. Materials must meet federal, state and local code.

Heating Systems

Heating systems are repaired or replaced, under H&S, when not operational or unsafe. This measure is taken in order to eliminate unsafe levels of carbon monoxide in the living area and to ensure adequate heating. Justification documentation in the form of the appropriate heat system checklist (per energy source) which includes all required diagnostic recordings for the individual unit, and photos demonstrating the specific issue(s) with the system must be in the client file. Replacement of operational units, where diagnostic readings are attainable, must be attempted to be cost justified as a ECM using regular weatherization funds with an SIR>1 before using H&S funds. A unit with a cracked heat exchanger where diagnostic readings are attainable must be attempted to be replaced through cost justification as an ECM first before using H&S funding. Replacement of non-operational units can only be from H&S funding.

Air Conditioning & Cooling Systems

In a case where an AC system must be replaced and it cannot be justified as an ECM, replacement is an allowable expense under H&S and will always require an approved waiver from OEP. Evaporative Cooling will always be considered an H&S measure but do not require a waiver unless the \$2000 threshold is exceeded.

Package Unit Systems

When a package unit is encountered and only one component of that system is inoperable, you must first attempt to service the unit using H&S funds. If servicing the unit does not work and replacement of the inoperable component is determined to be less economical than the replacement of the entire unit, H&S funds may be used upon receiving written approval from OEP.

The weatherizing subgrantee must determine presence of at-risk occupants while also ensuring systems are present, operable and performing. Subgrantees must discuss and provide clients with information on the appropriate use and maintenance of units, with explanation, from the subgrantee.

Appliances and Water Heaters

Replacement of water heaters under H&S is allowed on a case by case basis under the following conditions outlined:

- Local agencies may replace a water heater if the cost of repair exceeds the cost of replacement or if the broken water heater is more than 10 years old.
- Pictures of the old water heater are to be on file at subgrantee's office.

Information and explanation on appropriate use and maintenance are to be provided to client after installation. Disposal of old appliances and water heaters must be handled by subgrantee or their contractor.

Replacement and installation of appliances other than water heaters, such as stoves or washing machines, are not allowable H&S costs.

Asbestos

Asbestos anywhere on the interior of the dwelling that would need to be addressed either directly or incidentally during the weatherization process is not an allowable H&S cost. Testing by an AHERA professional for Asbestos is an allowable Health & Safety cost however Abatement of Asbestos is not. Policies have been in effect for asbestos presence and related work practices for many years. The approach is not to disturb, cut or drill said material and deter those measures that might do so. In instances where measures can be installed without disturbing asbestos surfaces or materials, that is the best approach. In instances where a local authority such as Code Enforcement imposes specific guidelines or requirements, service provider program staffs are to make themselves aware of those restrictions and comply with them.

If it is determined, by the Initial Auditor/ Inspector in the *Home Assessment & Client Evaluation* as listed above, that weatherization work cannot be performed without creating a hazard the project is to be deferred. The client is to be informed in writing of the potential hazard and the agency must not return to weatherize until an AHERA certified professional issues a clearance statement. A copy of this statement/report must be kept in the client file.

Prior to drilling or cutting an exterior wall the subsurface must be inspected for asbestos.

When vermiculite is present, unless testing determines otherwise, the unit is to be deferred. Where blower door tests are performed, it is a best practice to perform pressurization instead of depressurization. Encapsulation by an appropriately trained professional is allowed. However asbestos encapsulation and testing cost are not reimbursable by the AZ WAP. Removal is not allowed.

With regard to pipes, furnaces and other small covered surfaces, assume asbestos is present in the covering materials.

Encapsulation is allowed by an AHERA asbestos control professional and should be conducted prior to blower door testing.

Clients must be informed that suspected asbestos is present and how precautions will be taken. Clients will be instructed not to disturb suspected asbestos containing material. Clients must be provided information and explanation on asbestos safety information and steps to correct deferral conditions (where applicable). The clients are required to sign a form, provided by the weatherizing agency, indicating they have been informed (where applicable).

Biologicals and Unsanitary Conditions – odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.

A sensory inspection is required. Clients must be informed of observed conditions. Clients must be provided information and explanation on how to maintain a sanitary home and steps to correct deferral conditions (where applicable).

Remediation of conditions that may lead to or promote biological concerns and unsanitary viruses is not an allowable cost. Addressing bacteria and viruses is not allowed. Cleaning or repairing biological and unsanitary conditions to perform weatherization is not allowed. Deferral may be necessary in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. Also see Mold and Moisture bullet below.

Building Structure and Roofing

Site conditions identified and documented by the Initial Auditor/ Inspector in the *Home Assessment & Client Evaluation* as listed above, that poses a safety hazard to its employees and subcontractors and cannot be corrected within the scope of the program. Building structure & roofing should be evaluated visually as to not disturb any existing conditions.

Building Structure – Structural problems with candidate dwellings can often lead to deferral because their scope is beyond the means of the program to treat. Beyond simple incidental repairs, such as roof patching, there is no feasible means to address severe structural defects.

During the pre-inspection or initial inspection of the dwelling, the evaluator must have access to all aspects of the structure in order to adequately and appropriately gather data for the REM energy audit if not using Priority List or to conduct the weatherization work itself. Clothing, dogs, trash or other impediments restricting access to any portion or portions of the dwelling that block necessary access may constitute a deferral.

Building rehabilitation is beyond the scope of the WAP. H&S funds should not be used when the repair is a component of an ECM. In that case, the repair should be cost justified as an incidental repair. Clients must be notified of structurally comprised areas (where applicable).

Code Compliance

Correction of preexisting code compliance issues is not an allowable cost other than where they are triggered by performing weatherization measures. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where “red tagged” health and safety conditions exist that cannot be corrected under this guidance should be deferred.

Per WPN11-6a if a permit is pulled to replace a HVAC system, water heater or other appliance requiring a permit and it is require by the municipality to upgrade all smoke alarms in the home to hardwire with battery backup it would be allowed

Clients must be notified of observed code compliance issues (where applicable). H&S funds should not be used when the repair is a component of an ECM, such as fixing a light fixture in order to install a CFL bulb. In this case the cost should be cost justified as an ECM with the associated incidental repair.

Combustion Gases

Proper venting to the outside for combustion appliances, including gas dryers is required. Correction of venting is allowed when testing or inspection indicates a problem. Combustion safety testing is required when combustion appliances are present.

Correction of venting issues shall be completed and should be done as an incidental repair when it is a component of an ECM. Proper venting to the outside for combustion appliances, including gas dryers is required. Combustion safety testing is required when combustion appliances are present. Inspections, by the Initial Auditor/ Inspector in the *Home Assessment & Client Evaluation* as listed above, must include:

- Inspections of venting of combustion appliance and confirmation of adequate clearances to combustibles.
- Testing natural draft appliances for draft and spillage under worse case conditions before and after air sealing.
- Inspection of cooking burners for operability and flame quality. Replacement of Cook stoves is not allowed. Repair is an allowable H&S cost.
- Testing by approved WAP procedures of ambient air in combustion appliance zones & undiluted flue on applicable appliances.

Clients must be provided information and explanation of combustion safety and hazards information, including the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.

Drainage – gutters, down spouts, extensions, flashing, sump pumps, landscapes, etc.

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Drainage repairs are allowed with H&S funds only as they relate to code compliance. A repair is allowed as incidental repair when it is a component of an efficiency measure, but must be cost justified with the ECM(s).

Major drainage issues are beyond the scope of the Weatherization Assistance Program. Homes with conditions that may create a serious health concern that require more than incidental repair should be deferred. See Mold and Moisture bullet below.

What are major drainage issues?

- Where the need for excavating equipment is brought
- Installing gutters on more than half the home
- An area more than 40 square feet where dirt is required to be moved

Clients must be provided information and explanation of the importance of cleaning and maintaining drainage systems, as well as the benefits of landscape design (where applicable).

Electrical, other than Knob-and Tube Wiring

Minor electrical repairs are allowed where health and safety of the occupants is at risk. Upgrades and repairs are allowed when necessary to perform specific weatherization measures such as relocating an electrical outlet to allow for a dryer to be relocated for proper ventilation or proper connection of an existing water heater.

Clients must be provided information and explanation on the hazards of overloading circuits, basic electrical safety/risks and over current protection (where applicable). H&S funds should not be used when the repair is a component of an ECM such as a service upgrade to handle increased load of a new HVAC system.

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Electrical, Knob-and Tube Wiring

Knob and Tube wiring in a home in Arizona will make that home a deferral until the wiring can be upgraded to current wiring codes by homeowner or other program. Subgrantees are encouraged to seek all available programs to assist low-income households.

Subgrantees are required discuss and provide information and explanation to the client on the hazards of overloading circuits, basic electrical safety/risks and over current protection (where applicable).

Fire Hazards

Current inspection criteria (by the Initial Auditor/ Inspector in the *Home Assessment & Client Evaluation* as listed above) take into account fire hazards associated with combustion appliances including clearances and venting systems. Through fuel specific checklists, inspectors identify such hazards and make repairs accordingly with respect to budgetary and program limitations. Required adherence to appropriate NFPA codes when repairing or replacing equipment also minimizes the potential for fire hazards.

Correction of fire hazards is allowed when necessary to safely perform weatherization. Home evaluations include checking for fire hazards during the audit. Clients must be informed of observed hazards even if they will not be treated during weatherization.

Formaldehyde, Volatile Organic Compounds (VOCs) and other Air Pollutants

Formaldehyde and Volatile Organic Compounds (VOCs) – Formaldehyde, tobacco smoke, thinners, solvents, cleaners, and any other substances capable of negatively impacting indoor air quality are identified through the On-site inspection process. Basic strategies such as proper storage and ventilation are used to eliminate problems. Air sealing thresholds are maintained so that the presence of these pollutants are not concentrated and allowed to reach toxic amounts. However, this is primarily an occupant responsibility. In some cases, deferral may be an option.

Removal of pollutants is allowed and is required if they pose a risk to workers. If it is determined, by the Initial Auditor/ Inspector in the *Home Assessment & Client Evaluation* as listed above, that pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred. Removal of pollutants that is not necessary to perform weatherization (e.g. cleaning old paint cans and oil out of the garages) is not allowed.

Clients must be informed of observed conditions and associated risks. Client must be given written information and explanation on safety and proper disposal of household pollutants (where applicable).

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Injury Prevention of Occupants and Weatherization Workers – Measures such as repairing stairs and replacing handrails

Workers must take all reasonable precautions against performing work on homes that will subject workers or occupants to health and safety risks. Minor repairs and installation may be conducted only when necessary to effectively weatherize the home; otherwise these measures are not allowed.

The Initial Auditors/ Inspectors, as well as workers where jobs are in progress, are to observe if dangers are present that would prevent weatherization. Clients must be informed by auditors and/or workers of observed hazards and associated risks (where applicable)

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Lead Based Paint

Presence of lead based paint associated with dwellings built before 1978. State policy mandates that all personnel working directly on dwellings shall participate in an eight (8) hour Lead Workers Safety class. With respect to Lead Based Paint issues, AZ WX uses an approach that addresses client safety and awareness, worker safety and awareness, and on-site practices.

The head of household of pre-1978 homes to be weatherized receives the informational pamphlet: "Renovating Right". The inspector will also conduct a client education segment as part of the initial inspection to assure that the occupants are fully aware of the hazards posed by Lead Based Paint exposure. This procedure is documented by using a signed receipt from the head of household which confirms that the information was not only distributed, but also explained. This receipt is kept in the client file.

All workers on site on any Weatherization project, whether they be a crew based employee of one of the subcontractors or a private sector contractor, must complete an eight (8) hour Lead Safe Worker Practices Workshop. The aim of this course is to inform the worker about Lead hazards and the proper ways to deal with them, and in doing so, to work in such a way as to not expose client families (and their own families) to these hazards. All crews and contractors are required to carry HEPA vacuum machines, respirators, disposable bio suits, and all other items associated with safe Lead Work Practices.

The program manual addresses this area specifically with detailed guidance for onsite protocols:

- Wear a tight fitting respirator and disposable coveralls.
- Seal work areas within a home with tape and plastic. Cover furniture, carpet, and other surfaces with plastic drop cloths or tarps.
- Spray water on disturbed areas to minimize dust.
- Clean-up work area each day. Sweep carefully and wet mop as needed. Use a HEPA vacuum cleaner to collect dust and paint chips.
- Keep children away from work area at all times.

While this represents only a summary of the overall Lead Safe Practices and training, it illustrates AZ WX's awareness of the issue and how it is integral to any weatherization project.

Lead Safe Weatherization work practices occur only due to health and safety concerns. It cannot be considered part of an efficiency measure and shall always be calculated and charged as a health and safety cost.

OEP's monitoring staff will have oversight responsibility in this area. While Lead Safe Work Practices have long been built into the program, the monitors will focus more directly on this area as they conduct their monitoring visits. Program operators will be required to show that all Lead Based Paint protocols: information sharing, lead safe work practices, proper equipment, and so forth are up to date and in compliance to all regulations whatever they turn out to be. Those programs that are not in compliance, and fail to comply once identified, will face the most serious sanctions that can be leveled: reduced allocation to start with, loss of contract if necessary. Special attention will be aimed at those programs failing to meet requirements in the area of Lead Safe Work Practices since it poses such tangible consequences for the households that are served.

Subgrantees must follow EPA's lead; Renovation, Repair and Painting (RRP). In addition to RRP, Weatherization requires all weatherization crews working in pre-1978 housing to be trained in Lead Safe Weatherization (LSW). Deferral is required when the extent and condition of lead-based paint in the house would potentially create further health and safety hazards.

Arizona's current status is as follows: all sub grantees have applied for and received Lead Renovator Firm status. All auditors (inspectors) have acquired Lead Renovator (RRP) certification as well as select crew leaders. Additionally, private contractors (excluding HVAC and Plumbers) have also applied for and received Lead Renovator Firm status. This is a requirement for contracting with the program. Private contractors have also met the requirement of having adequate RRP certified employees among their ranks. In summary, Arizona has met the EPA requirements as they now stand by April 2010 deadline. As new contractors apply to work on WX projects the EPA requirements are explained during the application process. No private contractors will be awarded work on any pre-1978 dwellings that don't meet the EPA rules.

Private contractors will be required to furnish proof of RRP and Lead Renovator Firm status as a condition of working for the WX program. The monitoring staff will routinely check that documentation that is on file at each agency verifying compliance to the EPA rules.

All weatherization crews working on pre-1978 homes must receive the 8 hour LSW training and a certified renovator must be assigned to the project and be readily available.

State Monitor/Trainers must be Certified Renovators and receive the 8 hour LSW training.

The head of household of every home to be weatherized receives the informational pamphlet: "Renovating Right". The inspector also conducts a client education segment as part of the initial inspection to assure that the occupants are fully aware of the hazards posed by Lead Based Paint exposure.

The RRP requirements of client education apply. The agencies must give the client a copy of the EPA publication: July 2011 Edition of: ***The Lead-Safe Certified Guide to Renovate Right Pamphlet*** and have the client sign the Sample Pre-Renovation Form located in the back of the Pamphlet to certify the client has been given the pamphlet.

That signed form must be kept in the client's file to show proof the client has received educational material about the dangers of lead paint.

The certified renovator must be physically present at the work site while signs are being posted, containment is being established, and the work area is being cleaned after the renovation to ensure that these tasks are performed correctly. Although the certified renovator is not required to be on-site at all times, while the renovation project is ongoing, a certified renovator must nonetheless regularly direct the work being performed by other workers to ensure that the work practices are being followed. When a certified renovator is not physically present at the work site, the workers must be able to contact the renovator immediately by telephone or other mechanism. In addition, the certified renovator must perform the post-renovation cleaning verification.

Mold and Moisture

Limited water damage repairs that can be addressed by weatherization workers and correction of moisture and mold creating conditions are allowed when necessary in order to weatherize the home and to ensure the long term stability and durability of the measures. Where severe Mold and Moisture issues cannot be addressed, deferral is required.

The Arizona Weatherization program is not a mold remediation program and funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit by the Initial Auditor/Inspector, the work performance period or the quality control inspection. Most typically, weatherization services may need to be delayed. All local agencies must include some form of notification or disclaimer to the client upon the discovery of a mold condition and what was specifically that was done to the home that is expected to alleviate the condition and/or that the work performed should not promote new mold growth.

Major moisture problems that cannot be corrected within the scope of the program such as:

- An enclosed crawlspace or basement that has standing water for significant periods of time due to inadequate ground or surface water drainage.
- Any building with no overhangs and no gutters, exhibiting signs of major moisture problems such as blistering paint and extensive mold/mildew on the inside of the house.

The clients must be provided with a disclaimer on mold and moisture awareness.

Occupational Safety and Health Administration (OSHA) and Crew Safety

Workers must follow OSHA standards and Material Safety Data Sheets (MSDS) and take precautions to ensure the health and safety of themselves and other workers. MSDS must be posted wherever workers may be exposed to hazardous materials.

MSDS information is monitored during OEP compliance monitoring. Field monitoring performs unit file review for evidence of safe work practices. Field monitoring of in progress units will perform assessments to determine if crews are utilizing safe work practices.

OSHA 10 hour training for all workers, including contractors, assessors, and inspectors, is required. OSHA 30 hour training is required for all crew leaders and OEP Monitor/Trainers by June 30, 2012. All new employees must obtain OSHA 10 or 30 depending on their position held within 180 days of hire. This training can be obtained in various ways. The following are suggested resources.

Classroom Training.

Construction 10 hour and Construction 30

1. [Southwest Building Science Technical Center](#)

Online Training. OSHA has accepted the below sites for online outreach training. We suggest that you sample them before choosing.

Construction 10 hour

1. [Advance Online](#)
2. [Click Safety](#) (also Roadway, Cal-OSHA, and Spanish)
3. [Summit Training Source](#) (also Spanish version)
4. [Pure Safety](#) (also Spanish version)

5. Career Safe - (Youth and Corporate versions)
6. Redvector
7. 360Training
8. University of South Florida
9. Coastal Training Technologies
10. Turner Construction

Construction 30 hour

1. Turner Construction (also Spanish version)
2. Click Safety
3. 360Training
4. Summit Training Source
5. University of South Florida
6. Pure Safety
7. Advance Online

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Information on obtaining OSHA outreach classes in construction

To find in-person training conducted by an authorized OSHA Outreach Trainer:

- a. See www.OutreachTrainers.org to find outreach trainers and/or their schedules

We can send you lists of active trainers in your state -- e-mail us if you want this list. Use the lists to contact trainers for information on their training plans.

- b. OSHA Education Center in your area may offer it - www.osha.gov/dte/edcenters/map.html

- c. The OSHA Consultation office in your area may offer it, see

www.osha.gov/dcsp/smallbusiness/consult_directory.html

Pests

If found, by the Initial Auditor/ Inspector in the *Home Assessment & Client Evaluation* as listed above, any pest infestation within the dwelling or in any area outside of the dwelling where service provider staff or subcontractors would have to work to perform weatherization measure is an allowable expense. Cost of pest control cannot exceed 300 dollars and/or 20 percent of the homes budget. If the cost is great than that amount the home will be a deferral until the problem can be handled by another program or the homeowner. (Pests include, but are not limited to: fleas, roaches, rodents, etc.).

Clients must be informed of observed condition and associated risks.

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Radon

Whenever site conditions permit, exposed dirt must be covered with a vapor barrier except for mobile homes without skirting or an exterior under surface that serves as a vapor barrier. In homes where radon may be present, precautions should be taken to reduce the likeliness of making radon issues worse. In extreme cases deferral may be an option.

In the State of Arizona Radon testing or remediation is not an allowable H&S measure. Clients must be provided with the EPA consumer's guide to radon.

Refrigerant

Refrigerators are allowed to be replaced as an ECM only. All reclaimed refrigerant processes must follow the Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/93. All EPA testing protocols must apply to any testing. Clients are to be advised not to disturb refrigerant. Anyone working with refrigerant, within or employed by the WAP, must have the appropriate training, either an EPA-approved section 608 type I or universal certification. For any appliance containing refrigerant, disposal must include refrigerant reclamation.

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Non-certified technicians may not attach or disconnect hoses or gauges to measure pressure within the appliances, top-off or remove refrigerant from appliances or otherwise damage the integrity of the appliance.

Smoke, Carbon Monoxide Alarms, and Fire Extinguishers

1. Weatherization agencies must install carbon monoxide (CO) alarms and smoke alarms in dwelling units where these devices are nonexistent or non-functioning.

2. CO alarms must be, UL listed, installed in accordance with the manufacturer's recommendations and located in compliance with state and local building codes and must have the capability to accurately detect and display low levels of carbon monoxide to 10 ppm and comply with other program requirements.

Local agencies must provide the occupant(s) of the dwelling unit with verbal and written information regarding the following:

- a. Dangers of CO and smoke.
- b. How to operate and reset the CO and smoke alarms.
- c. How to read the CO alarm if there is a digital display.
- d. How to respond to CO levels above 10 ppm. (Symptoms of CO poisoning and how the occupant should address the issue should it arise)
 - The most common symptoms of CO poisoning are headache, dizziness, weakness, nausea, vomiting, chest pain, and confusion.
 - If these symptoms are present shut off gas appliances, open windows and doors, get out of the home, seek medical help if needed and call a repair man.

e. How to change the batteries of CO and smoke alarms.

3. Smoke alarms must be, installed in accordance with the manufacturer's recommendations, listed in accordance with UL 217, comply with NFPA 72 and other program requirements.

4. Where multiple smoke alarms are required interconnection is required. Actuation of any one smoke alarm shall activate all of the alarms in the individual unit. Hard wiring and interconnection is not required in existing areas provided:

1. The alteration or repair does not cause the removal of wall or ceiling finishes exposing the structure, and
2. No attic, crawl or basement is available which can provide access for hard wiring and interconnection without the removal of interior finishes.

5. On average no more than two smoke alarms will be installed in home unless a permit is pulled and code compliance for the municipality the home is located in states differently

:6. If the home has an attached garage or carport a smoke and CO detector are required to be installed if none are present

7. If the home is all electric with no attached garage or carport only smoke alarms are needed

7. If the home is all electric with no attached garage or carport only smoke alarms are needed

8. Providing fire extinguishers is allowed only when solid fuel is present. Fire extinguishers must be installed, according to the manufactures recommendations, be type ABC, UL listed, = 10 lb and with a permanently affixed wall bracket to receive the extinguisher. The client must sign a written agreement to allow a fire extinguisher to be installed in the home within sight of the solid fuel burning heat system when standing at the unit. The agency must discuss and provide information on the use and upkeep of the extinguisher to the client.

Solid Fuel Heating (Wood Stoves, etc)

The weatherization agency must inspect the stove, chimney and flue. Combustion zone depressurization (CAZ) is required per the Energy Out West Field Guide.

Maintenance, repair, and replacement of primary indoor heating units is allowed where occupant health and safety is a concern. Maintenance and repair of secondary heating units is allowed. Replacement of secondary heating units is not allowed. This system must be operational and inspected before any other weatherization begins.

Stand Alone Electric Heaters

Defined as, but not limited to, heaters that do not have a permanent connection to electric power. Repair, replacement or installation is not allowed. Removal is recommended. Circuitry must be checked to ensure adequate power supply for existing space heaters by a licensed electrician.

Clients must be informed of the hazards associated with these types of heaters and the weatherization agency must collect a signed waiver from the client if removal is not allowed.

Space Heaters, Unvented Combustion

Unvented combustion space heaters are not considered a primary heat source. Removal is required, except as secondary heat source and where the unit conforms to ANSI Z21.11.2. Units that do not meet ANSI Z21.11.2 must be removed prior to weatherization but may remain until a replacement heating system is in place. Testing for air-free carbon monoxide (CO) is to be performed per the Energy Out West Field Guide. All units must have an ANSI Z21.11.1 label.

The client must be informed of the dangers of unvented space heaters – CO, Moisture, NO₂, CO can be dangerous even if CO alarm does not sound. The replacement system must be operational and inspected using all Energy Out West Field Guide test protocols before any other weatherization begins

Space Heaters, Vented Combustion

These units will be treated as furnaces. The Energy Out West Field Guide details the testing required during an evaluation. The replacement system must be operational and inspected using all Energy Out West Field Guide test protocols before any other weatherization begins.

Spray Polyurethane Foam (SPF)

Use EPA recommendations (available online at http://www.epa.gov/dfe/pubs/projects/spf/spray_polyurethane_foam.html) when working within the conditioned space or when SPF fumes become evident within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied, take precautions so that fumes will not transfer to inside conditioned space, and exhaust fumes outside the home. Testing will include checking for penetrations in the building envelope. Sensory inspection inside the home for fumes during foam application must also occur.

The client must be informed of plans to use two-part foam and the precautions that may be necessary. Workers using foam products must receive training on the proper use of these various products and understand the specification for each application type. Documentation of installers viewing an installation video or online training and verification of reading and understanding product use information must be kept at the service provider agency. MSDS sheets are mandatory for any foam product used and a thorough understanding of the temperature sensitivity of the product in use is required.

Ventilation

The State of Arizona will be implementing ASHRAE 62.2 to the fullest extent possible as required by DOE WPN 12-1. Arizona will be implementing the ASHRAE standard in the following phases.

1. Phase 1 will consist training which will be conducted by the Southwest Building Science Technical Center this will be completed by August 2012. Training is to include knowledge of ASHRAE 62.2, how to calculate needed ventilation rates, and installation of necessary ventilation equipment.

Phase 2 will consist of installation and technical assistance from OEP field staff. Full Implementation will be required by June 30, 2013.

Window and Door Replacement, Window Guards

Replacement, Repair, or installation is not an allowable H&S cost but may be allowed as an ECM if cost justified. If disturbing lead paint, follow LSW practices and the client must be informed on lead risks as indicated in this H&S plan when applicable. Replacement, repair or installation of doors, windows, or window guards is not an allowable H&S cost.

Window Glass is an allowable cost if it is an immediate danger to occupants if budget permits

Deferrals

Deferrals, and/or "walkaways" are processed accordingly:

- a. The client shall be informed in writing as to why the dwelling cannot be weatherized. If there are conditions that the client must correct before service is provided, those conditions must also be stated in writing.
- b. The service provider is required to refer the client to any alternate program such as home rehab, if one is available in the area.
- c. The service provider shall clearly indicate in the client file why the dwelling was given "deferral" status.
- d. The service provider must document all referrals to other programs or services in the client file.
- e. The client will receive any information prescribed in the Health and Safety section that is appropriate.

Client Education

This procedure is documented by using a signed receipt from the head of household which confirms that the information was not only distributed, but also explained. This receipt is kept in the client file. Draft forms have been developed to

document all information discussed and given to the clients along with application and onsite interviews to verify preexisting at risk and health concerns. The use of these forms will be mandatory 7/1/2012.